

**CITY OF LAPEER  
MINUTES OF A REGULAR  
LAPEER HOUSING COMMISSION MEETING  
LAPEER RIVERVIEW TOWERS, LLC  
APRIL 19, 2018**

A regular meeting of the Lapeer Housing Commission/Lapeer Riverview Towers, LLC was held at Lapeer City Hall, 576 Liberty Park, Lapeer, Michigan on Thursday, April 19, 2018 at 4:27 p.m.

**Members Present:** Chairman Jim Mikus, Vice Chairperson Jennell RaCosta, Commissioner Cheyenne Brodt, Commissioner Chuck Dixon and Commissioner Kerri Roberts.

**Members Absent:** None.

**Also Present:** Ms. Denise, Soldenski, Executive Director, Ms. Shelly Lincoln, Grant Administrator, and Ms. Janelle Jackson, Housing Manager.

Chairman Mikus called the meeting to order at 4:27 p.m.

**MINUTES**

It was moved by Commissioner RaCosta and supported by Commissioner Roberts to approve the minutes of the regular meeting held on March 15, 2018 as presented.

**Yeas:** Commissioners Mikus, RaCosta, Brodt, Dixon and Roberts.

**Nays:** None.

**Abstain:** None.

**Absent:** None.

**MOTION CARRIED.**

**PUBLIC COMMENTS**

There were no public comments.

**MONTHLY FINANCIAL REPORT APPROVAL**

It was moved by Commissioner Roberts and supported by Commissioner Dixon to approve the Monthly Financial Report as presented.

**Yeas:** Commissioners Mikus, RaCosta, Brodt, Dixon and Roberts.

**Nays:** None.

**Abstain:** None.

**Absent:** None.

**MOTION CARRIED.**

**MONTHLY BILL APPROVAL**

Ms. Jackson reviewed additional checks submitted for payment approval.

It was moved by Commissioner RaCosta and supported by Commissioner Roberts to approve the monthly bills as follows: 1) Riverview Towers LLC Checking; 2) Riverview Towers LLC Reserve for Replacements; 3) Housing Choice Voucher – Monthly Landlord Payments; 4) Housing Choice Voucher; and 5) Contractor Payments as presented.

**Yeas:** Commissioners Mikus, RaCosta, Brodt, Dixon and Roberts.

**Nays:** None.

**Abstain:** None.

**Absent:** None.

**MOTION CARRIED.**

### **RIVERVIEW TOWERS**

Ms. Jackson reported an alarm system with strobe lights has been installed in a unit occupied by a deaf tenant.

### **COMMISSIONER COMMENTS**

There were no Commissioner comments.

### **STAFF REPORTS**

#### **Executive Director**

#### **Riverview Towers**

##### **Beauty Shop Lease Renewal**

Ms. Jackson recommended renewal of the lease for the Riverview Towers beauty shop space at the same terms and stated she has received no tenant complaints related to the current beauty shop operation. It was moved by Commissioner Roberts and supported by Commissioner Dixon to approve renewal of the Riverview Towers beauty shop space with Patricia Schank for the period of May 1, 2018 through April 30, 2019 with the same terms of lease.

**Yeas:** Commissioners Mikus, RaCosta, Brodt, Dixon and Roberts.

**Nays:** None.

**Abstain:** None.

**Absent:** None.

**MOTION CARRIED.**

##### **Maintenance Garage – Metal Roof**

Ms. Soldenski reviewed the three bids received for installation of a metal roof on the maintenance garage. After discussion, it was moved by Commissioner Roberts and supported by Commissioner Brodt to accept the bid from Timbergate Construction to install a metal roof on the Riverview Towers maintenance garage in the amount of \$3,095.

**Yeas:** Commissioners Mikus, RaCosta, Brodt, Dixon and Roberts.

**Nays:** None.

**Abstain:** None.

**Absent:** None.

**MOTION CARRIED.**

Housing Manager Contract – LRT & LHC Automated Payments

LRT Resolution #3-2018 and LHC Resolution #163-2018

Ms. Soldenski reviewed her recommendation to modify the full-time Housing Manager's contract payment method to automatic deposits via Lakestone Bank & Trust on the 15<sup>th</sup> and 30<sup>th</sup> of each month. Ms. Soldenski reviewed the process and associated \$5 monthly fee which may be able to be waived by the bank. After discussion, it was moved by Commissioner Dixon and supported by Commissioner Roberts to approve payment of \$60 in annual fees for the automatic pay method for the contract Housing Manager's services, if not waived by the bank, and to adopt Lapeer Riverview Towers, LLC Resolution #3-2018 and Lapeer Housing Commission Resolution #163-2018 as follows.

**LAPEER RIVERVIEW TOWERS, LLC  
RESOLUTION #3-2018  
For Auto Bill Pay for Housing Manager Contract Payments**

WHEREAS, the Lapeer Riverview Towers, LLC is the owner/management agency of Riverview Towers Senior apartment building within the City of Lapeer; and accepts Project Based Vouchers (PBV) administered by the Lapeer Housing Commission which are funded by HUD; and

WHEREAS, the Lapeer Riverview Towers, LLC has a budget approved Contract for a full-time, contracted Housing Manager to perform management functions for Riverview Towers; and

WHEREAS, Janelle Jackson, GWP Solutions, is the current contracted Housing Manager; and

WHEREAS, the Lapeer Riverview Towers, LLC has bi-monthly payments scheduled typically the 15<sup>th</sup> and 30<sup>th</sup> of each month for services rendered by the Housing Manager; and

WHEREAS, both parties, the Lapeer Riverview Towers, LLC and the Housing Manager agree to initiate making those bi-monthly payments by automated online Bill Pay via regular recurring payments effective May 1, 2018; and

WHEREAS, the Lapeer Riverview Towers, LLC will be provided the control of approving the bi-monthly contractual payments at the regularly scheduled monthly Commission meetings; and

WHEREAS, the Lapeer Riverview Towers, LLC allows the Executive Director/Manager the authority to set up the bi-monthly payments via the online banking system at Lakestone Bank for the Lapeer Riverview Towers, LLC checking account;

THEREFORE, BE IT RESOLVED that Lapeer Riverview Towers, LLC approves the initiation of bi-monthly automated online payments to the full-time contracted Housing Manager through Lakestone Bank for the Lapeer Riverview Towers, LLC account with monthly Commission approval executed bi-monthly by the Executive Director/Manager.

**LAPEER HOUSING COMMISSION  
RESOLUTION #163-2018  
For Auto Bill Pay for Housing Manager Contract Payments**

WHEREAS, the Lapeer Housing Commission is the Public Housing Authority (PHA) responsible for the administration of RAD Project Based Vouchers (PBV) for Lapeer Riverview Towers, LLC, and Housing Choice Vouchers (HCV) within the City of Lapeer; and accepts Project Based Vouchers (PBV) administered by the Lapeer Housing Commission which are funded by HUD; and

WHEREAS, the Lapeer Housing Commission has a budget approved Contract for a full-time, contracted Housing Manager to administer the PBV and HCV programs; and

WHEREAS, Janelle Jackson, GWP Solutions, is the current contracted Housing Manager; and

WHEREAS, the Lapeer Housing Commission has bi-monthly payments scheduled typically the 15<sup>th</sup> and 30<sup>th</sup> of each month for services rendered by the Housing Manager; and

WHEREAS, both parties, the Lapeer Housing Commission and the Housing Manager agree to initiate making those bi-monthly payments by automated online Bill Pay via regular recurring payments effective May 1, 2018; and

WHEREAS, THE Lapeer Housing Commission will be provided the control of approving the bi-monthly contractual payments at the regularly scheduled monthly Commission meetings; and

WHEREAS, the Lapeer Housing Commission allows the Executive Director the authority to set up the bi-monthly payments via the online banking system at Lakestone Bank for the HCV Section 8 checking account;

THEREFORE, BE IT RESOLVED that Lapeer Housing Commission approves the initiation of bi-monthly automated online payments to the full-time contracted Housing Manager through Lakestone Bank for the HCV Section 8 account with monthly Commission approval executed bi-monthly by the Executive Director.

**Yeas:** Commissioners Mikus, RaCosta, Brodt, Dixon and Roberts.

**Nays:** None.

**Abstain:** None.

**Absent:** None.

**MOTION CARRIED AND RESOLUTIONS DECLARED ADOPTED.**

**HCV & PBV Program FY 2018 Income Limits**

Ms. Soldenski reviewed her request to approve the income limits for the HCV & PBV programs. It was moved by Commissioner RaCosta and supported by Commissioner Roberts to approve the FY 2018 Income Limits as proposed for the Lapeer Housing Commission HCV and PBV Programs effective April 1, 2018.

**Yeas:** Commissioners Mikus, RaCosta, Brodt, Dixon and Roberts.

**Nays:** None.

**Abstain:** None.

**Absent:** None.

**MOTION CARRIED.**

Ms. Soldenski updated the commission on the letter mailed to landlords and tenants regarding compliance with the new HUD child EBLL rule and coordination with the Lapeer County Health Department. Ms. Soldenski reviewed results of the recent Riverview Towers tenant survey regarding laundry service, WIFI access and tenant outings of which 36 out of 60 surveys were returned. Ms. Soldenski reported the majority of tenants preferred coin operating laundry machines and suggested tenant outings to Kiwanis Kapers, farmers' markets in Flint and Davison and Crossroads Village/Huckleberry Railroad. Ms. Soldenski also updated the commission on information provided by the three companies contacted regarding installing WIFI access including equipment required and what is involved to provide access throughout the entire building and in the community room only.

**AJOURNMENT**

There being no further business, it was the consensus of the commission to adjourn the meeting at 4:53 p.m. **MEETING ADJOURNED**

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Ms. Denise Soldenski  
Executive Director